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### Who to Contact?

**ACCOUNTS PAYABLE - Requisition Approval & PO Payment**
- Main Phone Number: (405) 271-2410
- Requisition Group Emails: AP-REQ1 and AP-REQ2
- Campus Mailing Address: SCB 218
- Fax Number: (405) 271-3981

**PURCHASING - Requisition Entry & PO Issuance**
- Main Phone Number: (405) 325-2811
- Campus Mailing Address: 2750 Venture Drive, Norman, OK
- Fax Number: (405) 360-0481
Requisition Workflow

1. Comparative Medicine reviews animal orders to verify protocol compliance.
2. Radiation Safety Office reviews radioactive material to ensure protocol compliances.
3. Grants and Contracts office reviews orders on SPNSR and SP490 funds to ensure the order is allowable on the specified fund.
4. Accounts Payable reviews the service/product to ensure it is allowable according to State and University policies. In addition, Accounts Payable ensures the GL codes chosen are the correct expenditure codes for University compliance and audits.
5. Purchasing ensures acquisition meets the competition and contract requirements and complies with Regents policy.
Requisition Workflow

Workflow Navigation:

✓ Purchasing
  ✓ Requisitions
  ✓ Review Requisition Information

Search Criteria
Enter the Requisition ID and Click

Click on Status Tab

Click on approval icon

View Results
Menu Choices

✓ Purchasing
  ✓ Requisitions
  ✓ Review Requisition Information

*Enter Requisition ID

*Click on Status Tab

*Click Document Status Icon
Retrieving PO Information

- **Search Criteria**
  
  Associated Documents can be viewed that are related to your requisition

  ✓ Purchase Order
  ✓ Voucher
  ✓ Payment info

![Document Status Table]

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Req ID</th>
<th>Status</th>
<th>Document Date</th>
<th>Vendor ID</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDCTR</td>
<td>0000852942</td>
<td>Posted</td>
<td>02/17/2005</td>
<td>9100001176</td>
<td>OK-NE 13TH</td>
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<tr>
<td>MDCTR</td>
<td>0000855247</td>
<td>Posted</td>
<td>02/27/2006</td>
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<td>MDCTR</td>
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<td>04/28/2006</td>
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<td>MDCTR</td>
<td>0000884678</td>
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<td>05/26/2006</td>
<td>9100001176</td>
<td>OK-NE 13TH</td>
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<tr>
<td>OUHSC</td>
<td>PO 0000038654</td>
<td>Compl</td>
<td>01/20/2006</td>
<td>9100001176</td>
<td>OK-NE 13TH</td>
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<td>Voucher 00894890</td>
<td>Posted</td>
<td>10/12/2005</td>
<td>9100001176</td>
<td>OK-NE 13TH</td>
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</tbody>
</table>
Checking PO Status

Navigation:

1. **PO ID**: Enter PO number with preceding zeroes

2. Look for PO date and PO status
   - **PO status** must be “Dispatched” for AP to pay
   - **PO date** should be in the same budget year as the payment (with few exceptions)

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### Purchase Order Inquiry

**Purchase Order**

<table>
<thead>
<tr>
<th>Unit:</th>
<th>OUHSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO ID:</td>
<td>0000049031</td>
</tr>
<tr>
<td>Change Order</td>
<td>1</td>
</tr>
</tbody>
</table>

**PO Date**: 07/15/2009

**Vendor**: Cox Business-004

**PO Status**: Compl

**Budget Status**: Valid

**Amount Summary**

| Merchandise:  | 1,200,000 |
| Freight/Tax/Misc.: | 0.00 |
| Total:         | 1,200,000 USD |

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Finding PO Lines and Distribution Lines

3. Break out the PO Lines

**Item Description:** describes the service/item being purchased and will print on voucher register

**Comment:** May give a more elaborate explanation or provide needed information

<table>
<thead>
<tr>
<th>Lines</th>
<th>Customized</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1-3 of 3</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>Item</td>
<td>Item Description</td>
<td>Category</td>
<td>PO Qty</td>
<td>UOM</td>
<td>Amount</td>
</tr>
<tr>
<td>1</td>
<td>Monthy Rental of Pure Water M</td>
<td>905800</td>
<td>1.0000</td>
<td>EA</td>
<td>420.000</td>
<td>USD</td>
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<tr>
<td>2</td>
<td>Monthy Rental of Pure Water M</td>
<td>905800</td>
<td>1.0000</td>
<td>EA</td>
<td>420.000</td>
<td>USD</td>
</tr>
<tr>
<td>3</td>
<td>Moonly Rental of Pure Water M</td>
<td>905800</td>
<td>1.0000</td>
<td>EA</td>
<td>420.000</td>
<td>USD</td>
</tr>
</tbody>
</table>

4. Click on the icon with the clock

5. Click on the icon with the arrows

6. Break out the Distribution Lines

<table>
<thead>
<tr>
<th>Distribitions</th>
<th>Customized</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1-2 of 2</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>Status</td>
<td>Percent</td>
<td>Amount</td>
<td>GL Limit</td>
<td>Account</td>
<td>Fund</td>
</tr>
<tr>
<td>1</td>
<td>Complete</td>
<td>50.0000</td>
<td>210.000 USD</td>
<td>OUHSC</td>
<td>905800</td>
<td>CLHP</td>
</tr>
<tr>
<td>2</td>
<td>Complete</td>
<td>50.0000</td>
<td>210.000 USD</td>
<td>OUHSC</td>
<td>905800</td>
<td>CLHP</td>
</tr>
</tbody>
</table>
Identifying Pcard Payments

1. Navigate to PO page

2. Click on Header Details

3. If “Origin” shows “PCV”, then this is put on a pcard
Checking PO Balances: Option 1

Navigation:

Type in the PO # then click Search:

Click on the invoice tab:

Amount paid against PO

Remaining balance

Vouchers you have paid
PO Activity Summary

Checking PO Balances: Option 2: `AP_PO_ACTIVITY_DISTRIBUTION`
PO Invoice Preparation

Preparing Invoice to send to Accounts Payable

Sending the payment request (voucher or PO invoice) to the Accounts Payable for final processing should follow as:

1. Original Invoice
   - Date Stamp when received in mail
   - If no vendor provided invoice #, write invoice # to be used on the documentation (refer to invoice conventions in Accounts Payable Please Pay Voucher Manual)
   - Highlight (prefer yellow or green): invoice number, invoice date, remit address, and amount to be paid
   - Current amount
   - Remove taxes/finance charges
   - OUHSC bill to (no home addresses)
   - Remittance address
   - Make sure the PO is “Dispatched”
   - Write PO number on the invoice
   - Check Activity Summary to make sure you have enough money to pay the invoice
   - Distinguish Lines and Distributions (even if descriptions on the invoice match descriptions on the lines/distributions)
   - Ensure item description match GL code
   - Ensure invoice date, service date, or order date is not before the PO date
   - Check the vendor that is on the purchase order and ensure it matches the vendor on the invoice.
   - Check the vendor for the remittance address on the invoice. If the remittance address is not in the system, please request it be added by following the procedures in the Vendor Module manual (note, this is done for please pay vouchers while you are entering the payment, see page 13 for reference)
   - Invoice must have Budgetary Approval signature
   - Print PO (optional)
Preparing Invoice to send to Accounts Payable (cont.)

2. Additional supporting documentation
   - Sign-In sheets
   - Independent Contractor/Honorarium form
   - Agenda
   - Attach a copy of the Purchase Order (PO)

3. Preparation
   - Tape down all small pieces to 8 ½ x 11 piece of paper
   - Use paperclips - no staples
   - ONE COPY of the invoice - ONLY if absolutely necessary to return with check

PO Invoice Number Conventions

See the Please Pay Voucher Entry Manual